MEMORANDUM FOR 8th Brigade JROTC Instructors

SUBJECT: 8th Brigade JROTC Operations Section Resource Management Standard Operating Procedures

Purpose: The purpose of this document is to publish the 8th Brigade JROTC Operations Resource Management Standard Operating Procedures (SOP).

FUNDING

Each FY Cadet Command releases funds to the 8th Brigade ROTC to meet the current FY financial requirements. Financial requirements include those at Brigade level, the individual program level, and for each JROTC Cadet Leadership Challenge (JCLC) executed in the Brigade. Brigade distributes funds to each Program based on the Program’s enrollment data, and funding levels received from USACC. JCLCs are funded separately and the funding provided is based number of participants and other historical data.

TYPES OF FUNDS

1. The United States Army Cadet Command (USACC) uses two types of funds, the types of funds are Military Personnel Army (MPA) and Operation and Maintenance Army (OMA).

   a. The primary purpose of MPA funds is to procure authorized Cadet uniforms, authorized items worn with the uniform (i.e. foot wear, t-shirts, socks), authorized uniform accouterments, and to pay for uniform maintenance expenses. Uniform maintenance expenses include the cleaning of uniforms and uniform alterations when the uniforms are returned or when uniforms are issued/reissued. If the budget allows, MPA can be used to pay for Cadet meals when Cadets participate in Unit Report Events.

   b. The primary purpose of OMA funds is to pay for all other authorized expenses for Army JROTC Programs.

   c. Emphasis is placed on the word authorized because the items/equipment JROTC Programs are authorized is limited and well defined in Common Table of Allowances (CTAs) and in the Army Regulations that govern Army JROTC.

MANAGING FUNDS

1. Brigade. The Chief of the 8th Brigade JROTC Operations is responsible for the overall accountability and management of funds issued to the Brigade’s JROTC Operations Section. This includes distributing funds, maintaining an accurate status of funds, maintaining an unfinanced requirement (UFR) roster, reallocating funds, and managing end of the fiscal year funds.
2. Program Level Funds. The Senior Army Instructor (SAI) or the SAI’s designated representative is responsible for obligating and accurately accounting for the funds provided to the program. Accounting for obligations is mandatory and obligations will be accounted for as they occur. Furthermore, each month Program’s will submit a monthly Status of Funds to the Chief of JROTC Operations.

3. JCLC Funds. The JCLC Commander or the JCLC Commander’s designated representative is responsible for obligating and accurately accounting for the JCLC funds provided. Accounting for obligations is mandatory and the obligations will be accounted for as the JCLC obligations occur. Accounting for obligations includes TDY costs associated with the JCLC. Brigade assumes control of any residual JCLC funds once the JCLC is over.

4. Obligating Funds (Spend Funds). To obligate funds (spend funds), Programs must be in compliance with Army requirements. Army requirements range from submitting reports, official tasking’s, and simple requests for information as dictated by Cadet Command. Programs WILL NOT obligate funds (spend funds) without pre-approval. Additionally, Programs are limited to obligating funds in the same FY the funds were distributed in; FY funds do not cross FY boundaries. Example, Programs are not authorized to obligate current FY funds to pay for an obligation created in the previous FY. The only exception is a contracted purchase. Once a contract has been awarded, the obligated funds are managed by the contract’s period of performance, not by a FY.

5. Unauthorized Commitment. An unauthorized commitment occurs when a Program obligates funds without preapproval. It is imperative personnel at the Program level understand and adhere to the established fiscal procedures. Programs which obligate funds without preapproval will be dealt with individually; however, at a minimum, memorandum for record will be submitted to the office of the 8th Brigade Commander to explain the oversight.

6. JROTC Funding Emergency. There is no such thing as a JROTC funding emergency. If funds are not released in time support a Program spending objective or if a funding request is not submitted in accordance with funding request lead times, the funding objective will not be funded.

AUTHORIZED TO OBLIGATE FUNDS

1. An Army Requirement. An Army requirement is an authorization to obligate funds. Examples include a directive to turn in equipment (i.e. a visit to the nearest DLA disposition center), or a requirement to participate in an Army directed event (i.e. a training requirement, JROTC School of Cadet Command or the Brigade Annual Instructor Training Workshop), or a Unit Report event (i.e. a JCLC, a Command sponsored competition, participating in a parade).

2. A Local Purchasing Policies. Local purchasing policies are provided in Army Regulations, CTAs, Tables of Distributions and Allowances, Joint Travel Regulations, Government Purchase Card Standard Operating Procedures, and other fiscal policies.

3. A Brigade Command Group endorsed funding request. A funding request is the primary mechanism Programs will use to obligate funds. The funding request process will be explained in detail later in the SOP. Each funding request will be endorsed by a member of the 8th Brigade Command Group. The 8th Brigade endorsed funding request is the Program’s authorization to obligate funds. Members of the 8th Brigade Command Group authorized to endorse funding requests are the Brigade Commander, the Brigade XO, and the Brigade Director of Operations.
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SUBJECT: 8th Brigade JROTC Operations Resource Management SOP

COMMON JROTC OBLIGATIONS

Common JROTC obligations include:

1. Obligations for uniform maintenance requirements (i.e. altering and cleaning the Army Service Uniform).

2. Obligations for consumable office supplies (i.e. dry erase markers, paper, paper clips, & printer cartridges).

3. Obligations for Unit Report requirements (i.e. bus to and from Unit Report events, meals for Cadets attending Unit Report events, and lodging for Cadets attending Unit Report events).

4. Obligations for authorized CTA items (i.e. authorized Organizational Clothing and Individual Equipment, or a piece of equipment authorized by a CTA).

5. Obligations for repair parts (i.e. parts to maintain air and drill rifles in a serviceable condition [this is not applicable to computers, printers, and any other type of automation equipment]).

METHODS TO OBLIGATE FUNDS (PURCHASING METHODS)

There are six methods to obligate funds. Each method is identified and briefly discussed below. With only two exceptions, each obligation method requires a properly completed funding request and a supporting quote. The supporting quote for the funding request must come from the recommended source identified on the funding request and the quote must substantiate the cost entered on the request.

1. Contracts. A contract is required when an obligation exceeds the spending thresholds associated with other obligation methods (i.e. a Government Purchase Card or a Government Convenience Check). Formal contracts are awarded by the US Army Mission and Installation Contracting Command (MICC). Formal contracting actions typical for JROTC Programs are for JCLC requirements or for uniform maintenance requirements. Albeit not a formal contract in the sense of a MICC, another type of contracted obligation is for commercial buses coordinated through a military installation’s Commercial Travel Office (CTO). In most cases, the CTO will be used to obtain buses when the transportation costs exceed spending thresholds associated with other obligation methods. A situation where it may be necessary to arrange commercial bus transportation through a CTO is for a requirement, such as, a JCLC. Because each contract is unique, additional paperwork is required besides the funding request and supporting quote. Brigade will explain and provide examples, or models, of the additional paperwork required when a Program requests or is required initiate a contract for funding requirement.

2. Defense Travel System (DTS). DTS is used to obligate funds for Cadre, Cadet, and chaperone travel requirements. A Program will submit a Request for Orders to initiate the travel orders process. Persons traveling on an official travel orders MUST UNDERSTAND that paying for another traveler’s expense IS NOT authorized. Situations, as such, occur when Cadre travel with Cadets as chaperones for Unit Report event requirements. Moreover, if a travel requirement is to be funded with Program level funds or JCLC funds, in other words travel tied to Unit Report events, persons responsible for managing funds must leverage available resources (online or otherwise) to calculate and account for the costs associated with the travel. When a Cadet is authorized travel orders, travel expenses will be limited to the cost of the transportation. In other words, per diem is
not authorized. Furthermore, no changes will be made to a Cadet travel rosters or flight itineraries two weeks prior to the event that authorizes the travel. Within two weeks of travel, Cadet travel orders may be cancelled; however, replacing the Cadet with another Cadet is not authorized. Regardless of the traveler, be it a Cadet or Cadre, a travel voucher must be submitted to close the travel order in DTS. This includes vouchers for Cadre travel orders where transportation is the only authorized expense.

3. Government Convenience Check (GCC). A GCC purchase is a funding obligation paid for by check. A GCC purchase is a purchasing method of LAST RESORT and is most often used to pay school districts for the transportation services they render. A GCC will not be used to pay another federal government organization. In addition to a funding request and a supporting quote, the service provider/vendor’s Form W-9 (Request for Taxpayer’s Identification Number and Certification) must be included when a GCC funding request is submitted. There is a 1.7% service charge associated with each check is issued, and a Program must be able to absorb and account for the 1.7% service charge from its program’s fund when the funding request is submitted. It is a Program level responsibility to coordinate for and explain the dynamics surrounding a GCC purchase to the service provider/vendor. Dynamics include the requirement for the service provider/vendor to provide a tax free purchase and the fact that a check will not be issued until services have been rendered, or the supplies have been provided, AND a final invoice is submitted. When the check is issued, the service provider/vendor must acknowledge receiving the check via a memorandum which accompanies a check when mailed. Brigade reserves the right to disapprove GCC funding requests for service providers/vendors who do not return the memorandum acknowledging receipt of the check.

4. Government Purchase Card (GPC). A GPC purchase is a credit card purchase made in person or over the phone. It is a program level responsibility to coordinate for a Program level GPC purchases. Similar to a GCC purchase, the selected service provider or vendor must be capable of providing a “tax-free” GPC purchase. In most cases the purchase will have to be made over the phone; therefore, it is imperative the person coordinating the purchase makes this fact known to the service provider/vendor. When applicable (i.e. Cadet name plates & consumable office supplies), mandatory sources WILL BE used. Once contacted by the paying agent, the service providers/vendors must complete the transaction and provide a receipt in a timely manner. A timely manner is defined as no later than the last day of the GPC billing cycle (the 19th of each month). Personnel at the Program level will be required to assist, if the service provider/vendor does not complete the transaction in a timely manner or is uncooperative in providing a receipt. If a Program opts to continue doing business with an uncooperative service provider/vendor, a representative from the Program will be required to be at the service provider/vendor’s place of business when contacted for payment to assist in ensuring a timely transaction is made or with obtaining a receipt.

5. Funds Transfer. The General Funds Enterprise Business Systems (GFEBS) and Military Interdepartmental Purchase Request (MIPR) are two methods used to transfer funds between Department of Defense organizations. Funds transfer are executed by resource managers at USACC. Examples of funds transfers include transferring funds to DLA to pay DoD Email orders, or for Meals Ready to Eat (MRE). Another example would be transferring funds to a military installation to pay for meals provided by an installation dining facility or paying for reimbursable support services provided by an installation (i.e. lodging, facilities, land, training activities, and Installation provided transportation). In almost every instance, a funds transfer scenario will exist when a Program is coordinates at a military installation to support a Unit Report event, such as, a JCLC. Because each funds transfer is unique, Brigade will explain any additional documents that
might be required for a funds transfer above and beyond the funding request and supporting quote. Moreover, and very importantly, a Program coordinating for support at a military installation MUST identify the office, the office’s DoDAAC and the person who will accept the funds transfer on the funding request.

6. MILSTRIP (Military Standard Requisitioning and Issuing Procedure). MILSTRIP obligations occur in DoD Email. The most common MILSTRIP obligations are for uniforms and uniform related items. When funds have been dispersed to the Program level, a funding request and supporting quote is NOT required for routine National Stock Number (NSN) uniform orders. However, all OMA MILSTRIP obligations, Non-NSN uniform items, and Non-NSN uniform accoutrements MILSTRIP purchases must be approved by Brigade via a funding request and a supporting quote prior to the order being placed in DoD Email.

**GPC AND GCC ACCOUNTS**

1. GPC accounts will be maintained at the Brigade and Director of Army Instruction level.

2. All accounts will be required to be approved and certified every month, this includes certifying the account during the summer months.

3. All Cardholders and all appointed Approving Official must stay in compliance with mandatory training requirement to maintain their accounts.

**FACTORS SPECIFIC TO GCC AND GPC OBLIGATIONS**

1. Personal Convenience. Personal convenience is not relevant to GCC & GPC obligations. GCC and GPC obligations will be managed in line with governing procedures and guidelines regardless if the governing procedures and guidelines are inconvenient to Programs submitting funding requests.

2. Spending Thresholds. GCC and GPC obligations are broken down into two categories, services and supplies. The spending threshold for a service is $2,500. The spending threshold for supplies is $3,500.00.

3. Known Requirement. A known requirement is a requirement which is “known” and recurs over a period of time. Common known requirements associated with JROTC Programs are JCLCs and uniform maintenance obligations. Known requirements would cause a program to obligate an amount over the spending thresholds to a single vendor require a contract to be submitted, or stop spending at the threshold.

4. Mandatory Source. Mandatory sources are required for certain types of obligations, consumable office supplies is an example of when a mandatory source must be used. All mandatory sources are capable of accepting payment by GPC; therefore, the primary purchasing method with mandatory sources will be a will be a GPC. Ability One Base Supply Center is the mandatory source for consumable office supplies for CONUS based JROTC Programs. Another example of a mandatory source is the United States Disciplinary Barracks (USDB)-Fort Leavenworth. USDB-Fort Leavenworth is the mandatory source for name plates and name tapes. Programs must purchase from the USDB-Fort Leavenworth, if a Program submits a funding requests for name plates/name tape and requests the payment be made by GPC. More specifically, commercial vendors; such as
JROTC Dog Tags, MilBar Plastics, and the Supply Store, WILL NOT be used as a source for name plates/name tapes when a GPC is the purchasing method.

5. Requesting Purchase Requests for Individual Access Online GCC/GPC Accounts. The GCC/GPC billing cycle begins on the 20th of each month and ends on the 19th of the next month (i.e. February’s GPC billing cycle runs from 20 January through 19 February). To fund the payments which will be made during a GCC/GPC billing cycle, Brigade will submit a Purchase Request spreadsheet to the 8th Brigade’s resource manager no later than the 15th of each month. For example, the PR spreadsheet for February’s billing cycle will be submitted no later than January 15th. Because the dates are static and recur on the same day each month, IT IS A DA将领 LEVEL RESPONSIBILITY TO REQUEST PRs prior to the 15th of each month, if the DAI Office’s Cardholder is going the GPC. If a PR isn’t requested, then purchases must be placed on hold until the next billing cycle. If DAI Office Cardholder uses the GPC without an authorized PR in place, the purchase will be considered an unauthorized commitment and treated as such.

6. Non-Consumable Supplies/Durable Items. All non-consumable supplies/durable items GCC/GPC obligation must be submitted to Cadet Command’s PBO Office prior to the item/s being purchased. Authorized non-consumable supplies/durable items for JROTC Programs are very limited, and usually purchased, in bulk, via a contract at the Cadet Command level.

7. Consumable Office Supplies. A consumable office supply is defined as an office supply item with a limited life span once the item is put into use. Examples of consumable office supplies include butcher paper, dry erase markers, erasers, folders, notebooks, paper, paper clips, pens, pencils, & printer cartridges. Funding request and quotes tailored to consumable office supplies will be approved at the Brigade level; however, the authority to approve at the Brigade level is LIMITED to consumable office supplies. Moreover, the stockpiling or warehousing of consumable office supplies is not authorized. Programs are also advised that no action will be taken on funding requests that include consumable and non-consumable office supplies on the same funding request.

8. Obligations Must Be Paid As They Occur. All obligations must be paid as they occur; therefore, it is expressly forbidden for JROTC Programs to build tabs for expenses. Building a tab for uniform maintenance expenses is the most common violation of this guideline. JROTC Programs must clear obligations the month of the obligation is incurred.

9. Third-Party Payments. Using third party payment systems, such as PayPal, is unauthorized. Paying a service provider/vendor who then funnels the funds to the intended service provider/vendor is a third-party payment; therefore, payments as such, are unauthorized. When submitting funding requests, the recommended source on the funding request must match the source on the supporting quote.

10. Online Purchases with Commercial Sources. It is unauthorized for a JROTC Program to build an online shopping cart with a commercial source then request Brigade pay for the cart via a funding request. JROTC Programs are required to coordinate purchases directly with the service provider/vendor in order to explain the dynamics of a GCC/GPC purchase and to obtain a tax free quote.

11. Purchasing Restrictions. GCC/GPC will not be used to purchase airline tickets, rent vehicles, pay an adult (i.e. Cadre, Chaperones, Bus Driver) meals or lodging, or pay a person’s salary. Other purchasing restrictions include:
a. Purchasing supplies or equipment needed to clean, improve the school, or improve a classroom within the school. Examples include, air conditioners, bathroom supplies (i.e. air fresheners, hand soap, toilet paper), brooms, buffers, carpet, cement, dry wall, dust pans, fans of any type, floor/window squeegee, furniture (i.e. desks, chairs, workstations, lockers, tables, wardrobes), hand tools (i.e. hammers, picks, shovels...), large quantities of cleaning supplies (i.e. dish soap, general purpose cleaner, dust cleaner, paper towels, window cleaner), mops, mop buckets, mop heads, nails, paint, paint brushes, lumber, tile, and vacuums. Bottom line: school improvement/school & classroom maintenance is a school expense not a government expense.

b. Picture frames for Cadet Awards. Picture frames will not be purchased to present an award to a Cadet. It is unauthorized to purchase any other item that might be used to frame a Cadet Award, such as, a durable certificate holder. On occasion, it may be appropriate to provide a COI (Center of Influence) an award in a frame; however, a significant amount of a program's budget will not be dedicated to purchasing frames to issue awards to COIs. Conversely, picture frames can be purchased to display Chain of Command photos and NCO Support Channel photos.

c. Items to support funding raising activities or to support daily dining activities. Unauthorized items include any item associated with supporting a car wash, any type of cup (i.e. paper, plastic [this includes cups for a non-government issued water dispenser]), candy, coffee, cocoa, eating utensils (i.e. plastic forks, knifes, spoons), paper or plastic plates, equipment appropriate for a break room or kitchen (i.e. coffee maker, cooking utensils, hot plate, microwave, refrigerator, stove, or water dispensers), any type of snacks.

d. Durable/non-consumable items for JCLC. Items, such as, barbeques, coolers (large & small), generators, karaoke machines, light sets, machetes, picks, shovels, sledge hammers, and tentage will not be purchase to support a JCLC regardless of the purchasing method. A limited amount of OCIE (Organizational Clothing & Individual Equipment) is authorized; however, a GCC or a GPC will not be used to purchase OCIE.

e. Item to store government property. Per AR 145-2, the storing of government property is a school expense, not a government expense. Funding request which includes items to store government property will be returned with no action taken. Items specific to this paragraph include bookcases for books, clothing racks for uniforms, garment bags, shelving for classrooms or supply rooms, storage containers, both large and small, to store government equipment (i.e. competition or JCLC equipment).

f. Clothing for physical training activities, to promote school spirit, or to support Unit Report activities. Programs will not purchase clothing items—such as head gear, polo's, running shoes, shorts, sweat pants, sweat shirts, and T-shirts—for physical training activities, to promote school spirit, or to support Unit Report activities.
GCC/GPC SPENDING THRESHOLDS AND KNOWN REQUIREMENTS

1. Ground Transportation (Commercial or School District). A Program cannot obligate more than $2,500 for single transportation requirement, if the GCC/GPC is the purchasing method. However, each transportation requirement will be categorized and the spending threshold will be applicable to each category during the fiscal year. For example, a Program can obligate $2,500 each fiscal year to support competition travel in addition to obligating $2,500 to JCLC transportation. However, each funding request must be tailored to an individual school (DoDAAC/UIC) and quote must be tailored to the school and the instructors at school. In other words, a Program hosting a competition or a JCLC Commander cannot provide funding requests with quotes in his or her name for all the Programs attending the competition or JCLC. The key is individual funding requests supported by quotes tailored to the individual schools and the instructors at the schools. When a JROTC Program opts to leverage a commercial transportation service provider, the Program must use a provider on the “Approved Department of Defense Bus, Van, & Limo Carrier” listing found at http://www.defensetravel.dod.mil/Docs/BusAgreementPOCs.pdf.

2. Uniform Maintenance. Alterations and Dry Cleaning/Laundry will be treated as two separate services, if different service providers are used. In other words, a program is authorized to obligate $2,500 for alterations and $2,500 for Dry Cleaning/Laundry during a fiscal years if different service providers are used. However, Programs are not authorized to jump from one service provider to another; for example, obligating $2,500 for alterations and dry cleaning/laundry with a single service provider, then jumping to another service provider for another $2,500 in alterations and dry cleaning/laundry expenses. The key is two separate service providers tending to different services and the spending threshold will be applicable to each service. The best approach would be to choose a service provider that specializes in each type of service, for example choosing a service provider with the word “Alterations” in its title to meet the Program’s alteration needs, and a service provider with the word “Cleaner” in its title to meet the Programs Dry Cleaning/Laundry needs.

3. Unit Report Events (Non-JCLC Related). Funding for Non-JCLC related Unit Report Events will be treated very similar to transportation. However, a one size fits all approach will not be taken; therefore, each situation will be examined individually and will be approved or disapproved at the discretion of the Chief of JROTC Operations. Restrictions applicable to every situation is using the same service provider/vendor for, both, a MPA and OMA obligations for a single event. For example, it is unauthorized to obligate $2,500 OMA and $3,500 MPA with the same service provider/vendor for the same event. In such a situation, a Program would have to choose the type of money it would like to obligate with the service provider/vendor.

FUNDING PRIORITIES

Because of the large volume of funding requests Brigade receives, funding requests will be prioritized based on the type of request. The funding priorities are:

a. JCLC Funding Requests.

b. Unit Report Funding Requests (Non-JCLC related).

c. Uniform Maintenance Funding Requests.

d. Supplies Related Funding Requests.
FUNDING REQUEST LEAD TIMES

1. Funding request lead times are determined by the purchasing method and the lead times are as followed:
   
a. 140 to 130 Days in Advance. Funds transfers specific to formal contracting actions and transportation funding request coordinated by an Installation Commercial Transportation Office (i.e. Fort Knox KY CTO).

b. 45 to 40 Days in Advance. Installation to Installation funds transfer and MRE funding requests.

c. 40 to 30 Days in Advance. GCC, GPC, DTS RFOs, and OMA/Non-NSN related Milstrip funding requests.

2. Late funding requests will be handled on a case by case basis; however, chances of a funding request being approved decreases the later the funding request is submitted. No action will be taken on funding requests submitted the week of an event.

FUNDING REQUESTS AND SUPPORTING QUOTES

1. Funding Request Template. Programs will be required to use the funding request template approved by USACC. Currently, the approved funding request template is USACC Form 112, 25 Sep 15 (Test). USACC Form 112, 25 Sep 15 (Test) is a ONE PAGE form. It is important to understand USACC Form 112, 25 Sep 15 (Test) is a one-page form because other Brigades assigned to USACC publish a two-page version of the form which is a near replica of the approved form. The two-page version of the form will not be accepted and no action will be taken on the form if submitted.

2. Supporting Quotes for USACC Form 112. Every USACC 112 requires a quote from the service provider or vendor. There are many acceptable types of quotes; a quote can be an email from the service provider or vendor, it can be a pro forma, an invoice, a spreadsheet, or a formal quotation. In the case of a Milstrip purchase the quote is the DoD E mail shopping cart. Regardless of the type of quote, each quote will substantiate the amount disclosed on the USACC Form 112 and it will be from the service provider or vendor.

3. All USACC Form 112s will be properly completed. Completing the form requires attention to detail. The USACC Form 112 itself along with instructions to complete the form will be provided via email and made available in the JROTC Web Portal under the 8th Brigade link. Brigade will assist correcting 112s with errors; however, 112s that aren't in the ballpark of what “right is” will be returned with no action taken. 112s returned with no action taken will not receive preferential treatment when the 112 resubmitted.

4. Block 21 of all USACC Form 112 will be digitally signed. Block 21 of all 112s will be digitally signed by the Program submitting the 112. Receiving digitally signed 112s will allow others in the signatory chain to seamlessly sign the 112 digitally as well. Digitally signing the 112 requires the 112 and the quote to be submitted as separate stand-alone documents; therefore, a funding request will always be compromised of two distinct and separate documents, the 112 itself and the quote.
5. USACC Form 112 and DAI Office's GPC Purchases. In a situation where a DAI Office is submitting a 112 to use the DAI Office's GPC, the DAI Office's Approving Official is required to sign block 20 of the 112 in addition to block 21 being signed. The Approving Official's signature is required each and every time a 112 is submitted for a GPC purchase. In other words, the Approving Official's digital signature, nor the digital signature in block 21 cannot be used over and over again. Bottom line the digital signature dates in blocks 20 and 21 must be in line with the date the 112 is submitted to Brigade for processing.

6. Digital signature process. A digital signature can be created or a digital signature can be applied using an Alternative Smart Card Login token. Regardless if a token is used or if a digital signature is created, digitally signing a 112 will require the individually signing the 112 to save the 112 to the computer being used. The 112 saved to the computer is the 112 required to be submitted. Any individual who manually signs or digitally signs then prints, scans and submits the 112 is guaranteeing the 112 will be returned with no action taken.

7. Completely processed USACC Form 112. Completely processed 112s will be returned to the submitting program for the Program's for its record. At a minimum, every processed 112 will be signed by a person assigned to the 8th Brigade Command Group. Programs are encouraged to save the 112 to their records as evidence of obligating their allocated government funds.

**STEP BY STEP INSTRUCTIONS FOR SUBMITTING A FINDING REQUEST**

Step 1. Determine the purchasing method.

Step 2. Obtain a quote.

Step 3. Determine of the Program has the funding available for the purchase.

Step 4. Properly complete and digitally sign USACC 112.

Step 5. Submit properly completed and digitally signed 112 and quote and as separate stand-alone documents IAW applicable procurement lead times.

Step 6. Obtain Brigade approval. Brigade approval is granted when the Brigade Command Group endorsed USACC Form 112 is returned to the Program. Brigade routes the USACC Form 112 to the appropriate paying agent in conjunction with returning the form to the program.

Step 7. Subtract the cost of the obligation from the Program level budget or the JCLC budget.

Step 8. Assist with obtaining a receipt if necessary. Submits the final invoice after services have been rendered if the purchasing method is a GCC.

**UN-FINANCED REQUIREMENTS (UFR)**

1. A UFR is a spending requirement that cannot be supported without additional funds from Brigade. UFRs can be requested to support Unit Report requirements or to obtain authorized supplies. UFRs can be submitted to the Chief of JROTC Operations at any during the year. UFR requests can be submitted via email to the Chief of JROTC Operations; however, the email UFR request must identify a cost associated with the UFR and a justification for the UFR. If a UFR is approved, the Program's budget grows by the amount of approved UFR.
2. UFRs and funding request. Submitting a funding request (a USACC Form 112) and a quote is not an acceptable method to request a UFR. The funding request and quote initiates the spending process; therefore, a funding request and quote should not be submitted until the UFR is approved.

**POINT OF CONTACT FOR THIS RESOURCE MANAGEMENT POC**

The point of contact for the Resource Management SOP is Chris Baroldy at 253.477.3543 or CHRISTOPHER.L.BAROLDY.CIV@MAIL.MIL

11/17/2016

[Signature]

MARK A. PRATT

Signed by: PRATT.MARK.ALAN.1164312727
Chief, JROTC Operations